

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**November 15, 2005
Aldermen Smith, Guinta,
Osborne, Shea, Thibault**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Smith calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Smith advises that an Ordinance is to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester.”
4. Chairman Smith advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinance presented is properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375, Grade 21

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Development Coordinator, Class Code 1375, Grade 21
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Development Coordinator
Class Code Number	1375-21

General Statement of Duties

Develops, plans, coordinates and implements short and long term action plans and projects to create public/private sector partnership opportunities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to create economic development through the development, planning, and coordination of public/private partnerships with business/building owners. The work is performed under the supervision and direction of the Economic Development Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Aldermen, other City employees, business and community groups, business owners, developers, Chamber of Commerce, state and federal officials, and representatives of the media and public. The principal duties of this class are performed both in a general office environment and at on-site locations throughout the City.

Examples of Essential Work (illustrative only)

- Develops short and long term action plans and projects to create public/private sector partnership opportunities;
- Coordinates planning, funding, design, publicity and construction activities among appropriate private sector interests, as well as among local, state and federal departments and agencies;
- Develops programs related to the redevelopment of buildings for commercial and residential space;
- Prepares and submits public/private grant applications;

- Analyze, assess, and monitors current downtown and inner-city commercial, housing and neighborhood improvement activities and provides information for use in development projects;
- Researches and develops new private/public funding sources, instruments and programs for improvement projects;
- Advocates and coordinates support for new development projects;
- Develops and maintains relationships with property owners and realty companies to establish a full range of complimentary services, trades and goods;
- Develops, directs and designs activities to promote and establish the downtown area as a destination which combines consumer activities with entertainment and recreation;
- Interfaces with local lending institutions to develop and direct innovative lending pools and programs for progressive redevelopment initiatives;
- Acts as liaison to state and federal government officials in promoting the City and its various revitalization activities;
- Provides information through research for use in marketing and City development projects;
- Performs other marketing and economic development activities as assigned by the Economic Development Director;
- Keeps the Economic Development Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the principles and practices of marketing, public relations and community and economic development program operations, activities and programs as applied within an urban environment;
- Thorough knowledge of state and federal urban revitalization, related grants and loans, (ex. CDBG & Section 108);
- Substantial knowledge of business administration and real estate fundamentals, procedures and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with others;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to train, motivate, schedule, supervise and evaluate the work of others;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of management, administrative and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Community and Economic Development, Business Administration or related field; and
- Considerable experience in municipal economic development, planning operations and marketing, including the preparation of successful state and federal grant applications; or
- Two additional years of required work experience may be substituted for the Master's degree.

Required Special Qualifications

- Must possess a New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, that permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, that permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, that permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, that permits the employee to access work sites throughout the City and out of the area.

Approved by: _____ Date: _____